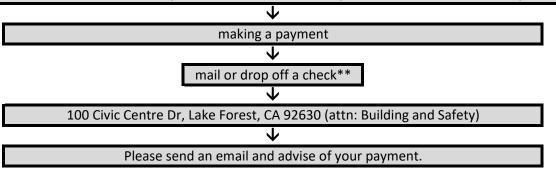
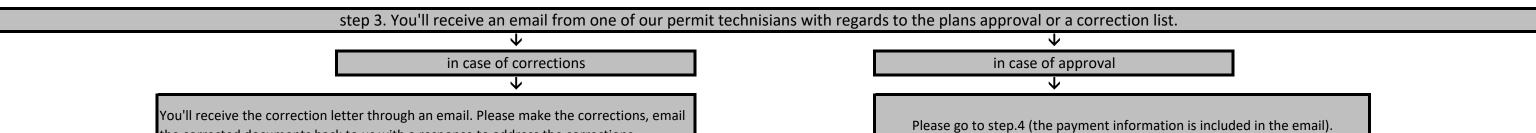
NON-RESIDENTIAL PERMITS

step 1. Please email* the following documents according to the permit type/work class***.

COMM. MEP ONLY PROJECTS	SIGNS	STORAGE RACKS	RE-ROOF	TENANT IMPROVEMENTS	COMM. SOLARS
MEP APPLICATIONS	BULDING APPLICATION	BULDING APPLICATION	BULDING APPLICATION	BULDING/MEP APPLICATIONS	BULDING APPLICATION
DRAWINGS	DRAWINGS	SITE PLAN AND DRAWINGS	CALCULATIONS (IF REQUIRED)	SITE PLAN AND DRAWINGS	DRAWINGS AND STRUCTURAL CALCULATIONS
	STRUCTURAL CALCULATIONS OCFA APPROVAL IS REQUIRED AT TIME OF PERMIT ISSUANCE	STRUCTURAL CALCULATIONS		STRUCTURAL CALCULATIONS IF REQUIRED	OCFA APPROVAL IS REQUIRED AT
		OCFA /HEALTH/ WATER DIS. APPROVALS MAY BE REQUIRED AT TIME OF PERMIT ISSUANCE	TIME OF PERMIT ISSUANCE		

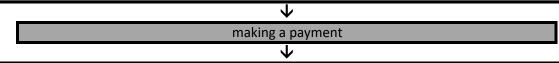
step 2. please pay for the plan check fees (You'll receive an email from one of our permit technisians with plan check number, total plan check due amount, and invoice/invoice number).





the corrected documents back to us with a response to address the corrections.

step 4. please process the permit fees (You'll receive an email from one of our permit technisians with permit/plan check number, total due amount, and invoice/invoice number).



Please mail or drop off a check** with 3 sets of plans (Min 11"x17") and calculation (letter size) along with a pre-paid/self addressed lable and Packaging if mailing.

100 Civic Centre Dr, Lake Forest, CA 92630 (attn: Building and Safety)

step 5. You'll receive the permit, inspection card, invoice and approved/stamped drawings/calculations through mail in the provided package or pick up spot.

Please keep the inspection card and approved set of plans available at the job site.

notes:

- * Please email the document to all three following email addresses: ccarden@lakeforestca.gov / rcrowell@lakeforestca.gov / yhoushyar@lakeforestca.gov
- ** Please include a copy of the invoice when mailing in checks.
- *** If your job work class is not among any of these categories, please contact the building counter at (949) 461-3470.